

A. Information about the Suggestor:

25X1A

[REDACTED] GS-11, Geographer, ORR/D/GG

B. Summary of the Suggestion:

The suggestor proposes typing instructions for employees whose duties require considerable writing.

C. Evaluation of Concerned Offices:

25X1A

The suggestion was rejected by the Committee, 23 January 1953. In March 1953, [REDACTED] appealed for a reappraisal of his suggestion. The Director of Training in a memorandum dated 28 April 1953 again indicated his non-adoption of the suggestion. The Office of Training states that "It is a service organization and will provide training when requested by Office Heads. The Office of Training cannot force members of this Agency into training programs; the initiative must be taken by an Office Head. Files attached for Committee reference.

D. Note:

Rejection for award of this suggestion appears to be indicated in view of the above appraisal. A letter of appreciation expressing the Committee's interest in the constructive thinking and initiative shown by the suggestor is recommended.

Secretary, Efficiency Awards Committee

28 April 1953

Director of Training

Re-evaluation of Employee Suggestion Number 122

1. The individual making Suggestion Number 122 has drawn the attention of the Efficiency Awards Committee to his previous emphasis upon making typing instruction required for all who could profit from it, particularly for analysts who do a lot of writing but who have never learned to type.
2. Since the original correspondence between the suggestor and the Efficiency Awards Committee and the Office of Training, the Foreign Documents Division requested the Office of Training to provide basic typing instruction for FDD analysts. The Office of Training provided such a course for approximately 30 analysts in FDD, one hour per day, five days per week, 9 March to 17 April 1953. The course was received with great enthusiasm by the participants and with sincere appreciation by the Chief of FDD.
3. The Office of Training is a service organization and will provide training when requested by Office Heads. The Office of Training cannot force members of this Agency into training programs; the initiative must be taken by an Office Head.
4. It is suggested that the individual who made Suggestion Number 122 get in touch with the Training Liaison Officer in his organizational component.

MATTHEW BAIRD